**Reserves Task Force**

**Meeting Notes**

**10/25/16**

**Attendees**

\_A\_ Guadalupe Esquivel, CSUSB

\_A\_ Bill Folden, Humboldt

\_x\_ Ross Kendall, CSUN

\_x\_ Adrian Montano, SDSU

\_x\_ Cathe Olson, CPSLO

\_x\_ Dan Palodichuk, Cal State LA

\_A\_ Emmanuel Salazar, CSUSB

**Meeting Notes**

* Cathe will serve as task force lead: organize meetings, agendas, and minutes; provide updates to listserv; etc.
* Dan will serve as Confluence editor: update the task force Confluence page with agendas, meeting notes, etc.
* Weekly meetings will be on Tuesdays from 3 – 4 pm via Zoom.
* We began drafting a list of topics that we want to consider/discuss regarding course reserves. All committee members should submit additional topics before our next meeting so we can discuss, prune, and prioritize the list at the next meeting.

**Next Meeting:** Tuesday, Nov. 1st from 3 – 4 pm.

**Actions Items**

**Project Lead:**

* Schedule zoom meetings and invites.
* Let Matthew know if we plan to make policy recommendations.
* Write up minutes.
* Send out list of course reserve issues we came up with, gather additional topics during the week.

**Confluence Editor:**

* Contact Matthew to get account to edit pages and fill out the general areas of our Confluence page.
* Add agenda and minutes to confluence page.

**All members:**

* Come up with items that you wanted added to the list of topics we want the task force to consider. Email to Cathe at colson05@calpoly.edu before the next meeting.